

Approved For Release 2000/08/29 : CIA-RDP78-05538A000100150013-1

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*Office Memorandum* • UNITED STATES GOVERNMENT  
~~CONFIDENTIAL~~

TO : Comptroller ✓

DATE: 1 February 1955

FROM : Chief, Technical Accounting Staff

SUBJECT: Uniform Regulation Re Agency Imprest Funds

REF : Memorandum from Chief, FE to Chief, Finance Division, dated 12 January 1955; Subject: Wider Use of the Far East Division Petty Cash Fund

1. In your informal note to the Deputy Comptroller attached to the referenced memorandum, you inquired whether we should issue an Agency regulation or a Comptroller issuance on this subject so that all funds established for this purpose will be on a uniform basis. The referenced memorandum was written to the Finance Division after the Office of the Chief of Administration, DD/P transmitted to the Chiefs of Administration of the Senior Staffs and Area Divisions for their action a memorandum of the Deputy Comptroller which indicated that proposals for wider use of petty cash funds would be approved in appropriate circumstances.

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2. Proposed Agency Regulation No. [REDACTED] - Agency Imprest Funds, has been submitted to the Regulations Control Staff for coordination and issuance. This regulation has been placed in circulation to affected offices for their concurrence and comment. Comments have been received from the various offices and the regulation is now ready for printing and release.

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3. While Regulation No. [REDACTED] does not contemplate that all imprest funds established thereunder will be used uniformly for the same purpose, this regulation sets forth a uniform policy for the establishment and operation of such funds. It specifically requires that each fund established "shall be used only to make payments for items of the character indicated in the request for establishment of the fund and shall not be used for any other purpose." Inasmuch as funds established in various offices of the Agency will be required to meet the specific needs of the related offices, it is deemed not feasible or practical to establish a uniform requirement with respect to the types of individual expenditures which can be made from all funds.

Document No.	1
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Reclassified	
Class. Changed To:	TS S C
Auth:	HR 70-2
Date:	25 SEP 1970
By:	26

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